

# REQUEST TO ACCESS CORPORATION PROPERTY



**Purpose:** This Request is used to obtain authorization from the appropriate Division prior to accessing Canal Corporation(Corporation) property. The Request is required when access/work is regulated by an existing contract or agreement and the access/work will not be monitored and/or supervised by Corporation staff. The Request is not required: (i) for existing construction contracts or construction inspection agreements, or (ii) for existing contracts or agreement where access/work will be supervised by Corporation staff, or (iii) when it is more appropriate to obtain a work permit.

**INSTRUCTIONS:**

- **Applicant:** Complete and sign Section I and send to appropriate Division Permit Office listed on page 2 of this Request. Submit this Request two (2) weeks in advance of any scheduled access if Division assistance is required (e.g., traffic control) or one (1) week in advance of any scheduled access if Division assistance is not required. Once approved, the Request must be available at the work site and provided upon request to confirm the applicant's authorization to access the specified property.
- **Division:** Review Request, complete Section II and send Request back to the applicant. Send copies of approved Request to:
  - o Division Traffic Operations (for notification to State Police, and when necessary, for coordination of traffic control)
  - o Appropriate Division Program Manager
  - o Office of Real Property Management

## Section I Applicant Information

Contract No.	Project Description
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Firm Name	E-mail Address
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Street Address	City	State	Zip Code
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Representative Name	Phone No. ( ) -	Fax No. ( ) -	Cell Phone No. ( ) -
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HQ/Division Contact	Phone No. ( ) -
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Names of persons entering Corporation Property (attach additional sheets if necessary)	Phone No.	Cell Phone/Pager No.
	( ) -	( ) -
	( ) -	( ) -
	( ) -	( ) -
	( ) -	( ) -

Location (e.g., milepost(s), GPS coordinates, tax map parcel numbers, etc.):

Duration of scheduled access: From: To:

What is the purpose of the access? (attach additional sheets if necessary):

What consultant equipment will be used?

Will traffic control be required?  Yes  No

What support from Corporation Division staff is being requested?

**Applicant Affirmation:** The undersigned certifies that the above information is correct.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Firm Representative

## Section II Division Approval

Authorization for the firm named above to access Corporation property as defined in this Request is:

Approved     
  Disapproved     
 If Approved, is Work Permit required?  
  Yes     
  No

Reviewed by (print name)	Signature	Date
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Division Comments/Conditions (attach additional sheets if necessary):

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## DIVISION PERMIT OFFICE

### CANAL DIVISION LIMITS

#### Eastern Divisions

**Albany Office:** Erie Canal River from the Hudson River to the Montgomery/Herkimer County line; Champlain Canal; Glens Falls Feeder Canal; Port Henry Terminal; and Wilcox Dock (City of Plattsburgh).

**Utica Office:** Erie Canal from the Herkimer/Montgomery County line to the east end of Oneida Lake (including Sylvan and Verona Beaches); Adirondack Canal Lands and all other Reservoirs and Feeder Canals in Oneida, Madison and Herkimer Counties with the exception of DeRuyter Reservoir and Cazenovia Lake.

#### Western Divisions

**Syracuse Office:** Erie Canal from Oneida Lake (excluding Sylvan and Verona Beaches) to the Monroe/Wayne County line; Oswega Canal; Cayuga-Seneca Canal; Jamesville and DeRuyter Reservoirs; and Cazenovia Lake.

**Buffalo Office:** Erie Canal from the Monroe/Wayne County line to the Niagara river.

### Addresses and Phone Numbers

#### Eastern Division

NYS Canal Corporation  
Albany Office  
Canal Permit Engineer  
P.O Box 22058  
Albany, NY 12201-2058

NYS Canal Corporation  
Utica Office  
Canal Permit Engineer  
Phone: (315) 733-9530  
Ext. 36  
(mailing address same as  
Albany Office)

#### Western Division

NYS Canal Corporation  
Syracuse Office  
Canal Permit Engineer  
149 Northern Concourse  
North Syracuse, NY 13212  
Phone: (315) 423-2080

NYS Canal Corporation  
Buffalo Office  
Canal Permit Engineer  
4950 Genesee Street  
Cheektowaga, NY 14225  
Phone: (315) 423-2080

#### Overnight mail address:

30 South Pearl Street  
Albany, NY 12207